

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

February 12, 2016

SUBJECT: TAKING PERSONS INTO CUSTODY - REVISED

PURPOSE: The purpose of this Order is to increase the proficiency of screening arrestees within Custody Services Division by allowing a designated principal detention officer to ask the three prescreening questions in the event the watch commander is not available.

PROCEDURE: This Order revises Department Manual Section 4/216, *Taking Persons into Custody*. Attached is the revised Department Manual Section with the revisions indicated in italics.

AMENDMENT: This Order amends Section 4/216 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in black ink, appearing to read 'Charlie Beck', with a stylized, looping design.

CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION "D"

DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 4, 2016

216. TAKING PERSONS INTO CUSTODY.

Inspection and Interview. All persons detained or arrested and transported to a Department facility shall be brought before a watch commander for an inspection and interview. At a minimum, the watch commander shall ask the suspect the following three questions:

- Do you understand why you were detained/arrested?
- Are you sick, ill, or injured?
- Do you have any questions or concerns?

The watch commander shall take appropriate action based upon the results of the inspection and responses to these questions.

Exception: In those rare cases when circumstances preclude an inspection and interview by an *Area/division* watch commander (e.g., medical/absentee bookings), the watch commander shall ensure that the suspect is inspected and interviewed by a Department supervisor who did not assist or participate in the person's arrest or detention. The assigned supervisor shall document the inspection and interview in his/her Sergeant's Daily Report, Form 15.48.00. Additionally, the watch commander shall document the reason for the exception, including the name and serial number of the supervisor assigned to conduct the inspection and interview, in his/her Watch Commander's Daily Report, Form 15.80.00.

Note: *In the event that the watch commander is unavailable at Metropolitan Jail Section, 77th Street Jail Section, or Valley Jail Section, the designated Principal Detention Officer (who is a civilian supervisor equivalent to the rank of a Sergeant in matters relating to custody or detention-related work and/or duties) shall ask the three prescreening questions. The on-duty watch commander shall document the name and serial number of the Principal Detention Officer who conducted the interview in his/her Watch Commander's Daily Report.*

Area Station. Any officer, from any command, that arrives at a community police station with a person detained or arrested shall immediately ensure that the person is visually inspected and interviewed by the watch commander.

Specialized Divisions. All specialized division arrestees shall be inspected and questioned by one of the 21 Area watch commanders or a designated watch commander at Metropolitan Jail Section, *Custody Services* Division, before being booked.